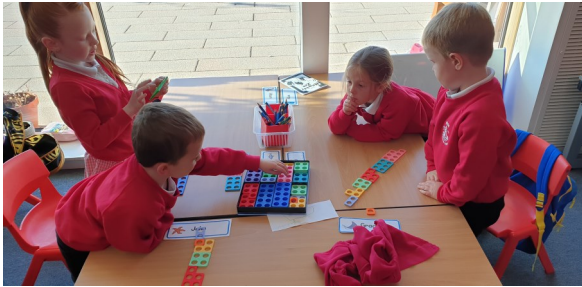


2022-23 Brochure



NOSS PRIMARY



CONTACT DETAILS

Ackergill Street

Wick

KW1 4DT

01955 609990

noss.primary@highland.gov.uk

Website - noss.primary.wordpress.com

Head Teacher

Mrs Edith Coghill

School roll - 388-(Nov 2021)



OUR SCHOOL AIMS



The school will aim to.....


- ◆ Deliver a broad, balanced and inclusive curriculum which allows each child to achieve his or her full potential.
- ◆ Create a happy, safe and stimulating environment in which children can learn, develop and be treated fairly.
- ◆ To promote and encourage a healthy lifestyle to all learners and the learning community
- ◆ To allow pupils to participate in a variety of positive, memorable experiences.
- ◆ To ensure that children will have a greater self knowledge and a greater understanding of the views and needs of others.
- ◆ To foster positive home school links and encourage parents to take an active role in their child's education.
- ◆ Be a learning community which supports learners, families and staff in lifelong learning.
- ◆ Make a positive contribution to the life of the community.

OUR SCHOOL VALUES

Ready, Respectful and Safe

The current pandemic has affected the normal running of schools in many ways. This Handbook reflects the way the school *usually* runs but does not cover all of the changes that we have made because of the pandemic. Our arrangements have changed in many ways since March 2020, and may well change again, depending on how the pandemic develops. For the most up-to-date information about any aspect of the work of the school, please make contact and we will be able to tell you about our current arrangements. For the latest information about how the pandemic affects children, young people and families across Scotland, please visit the Scottish Government website, which has helpful information about Coronavirus and its impact on education and children.

Noss Primary School Staffing (December 2021)

| | | | | |
|--------------------------|---|---|--|---|
| Head Teacher | Mrs Edith Coghill | | |  |
| Depute Head Teacher | Mrs Carole Begg | | | |
| Principal Teachers | Mrs Sylvie Sinclair, Mrs Lena Falconer, Mrs Caroline Aitken (0.4) and Mrs Lauren Mackay (0.6) | | | |
| Teachers | | | | |
| P1R | Mrs Caroline Aitken (0.8) | Miss Hayley Gray (0.2) | | |
| P1/2B | Miss Hayley Gray (0.4) | Mrs Lauren Mackay (0.6) | | |
| P2Y | Mrs Agnieszka Beattie | | | |
| P2/3R | Mrs Fiona Sutherland (0.6) | Mrs Ruth Taylor (0.4) | | |
| P3Y | Mrs Diane Mackenzie (0.5) | Mrs Karen Begg (0.5) | | |
| P4G | Miss Amanda Gibbon | Mrs Lena Falconer (0.2) | | |
| P4Y | Miss Suzanne Mackenzie | | | |
| P5B | Mr James McHardy | Mrs Lena Falconer (0.2) | | |
| P5/6G | Mrs Laura Manson | | | |
| P6R | Mrs Sylvie Sinclair | | | |
| P6/7B | Mrs Lindsay Bullen | | | |
| P7R | Miss Sandra Inrig | | | |
| SCOPE | Miss Charlotte Fisher | | | |
| CCR Teachers | Mrs Avril Farquhar Mrs Lena Falconer | Mrs Carole Begg | | |
| Additional Support Needs | Teacher—Mrs Theresa Sinclair CSW—Mr Laurence Warner | | | |
| Pupil Support Assistants | Carol-Anne Bartholomew Carina Cormack Lucy Durrand Maureen Forbes June Frame | Hayley Grant Catherine Harris Lesley Hendry Fiona Mackay Karen Mackay | Andrea MacGregor Maria McAdie Valerie Miller Tracy Morrison Julie Muir | |
| ELC staff | Marea Burnett – Peripatetic Childcare Manager for the Wick ASG | | | |
| | Clare Center - Senior EYP | | | |
| | Jodie Henderson Erin Mackay Gemma MacDonald Robyn MacDougall Rachael McAdie | Lucy McGregor Karen O'Sullivan Judith Scott Isobel Robertson – ASN EYP | Rita Steven Cherie Sutherland Graeme Sutherland Lorin Tague | |
| Clerical Staff | Mrs Angela Bruce | Mrs Isobel Campbell | | |
| Catering Staff | Elaine Banks Bella Duffy Paula Fraser | Carole Henderson Gillian MacPherson Mary Reid | | |
| Janitorial Staff | Mr Michael Adamson | | | |
| Cleaning Staff | Murren Chisholm Gina Douglas Mary Reid | Wendy Taylor Caroline Thomson | | |
| Road Crossing Patrollers | Wendy Alexander John Brown | Charles Mackenzie Gordon Mackenzie | | |

Location

Noss Primary School is situated on the North side of Wick Bay. Originally a fishing town, Wick now has a more mixed economy and has a population of approximately 8000. Pupils at Noss Primary are primarily drawn from housing which is north of Wick River.

Parents living outside the school's catchment area who wish their children to attend Noss Primary School may submit an application to the Area Education Office. The appropriate Placing Request

Form can be obtained at the school or from the Highland Council website. The Area Education Manager will inform them whether a place at the school is available for their child. Providing there are no extra staffing implications, such requests are normally granted.

The school encourages visits by parents who are interested in enrolling a child or children at Noss Primary School. Please contact the school to arrange such a visit.

The Building

This new school, which first opened in April 2016, has facilities all on one level. The school has appropriate access for children with restricted mobility both outside and inside the school building.

There are fourteen classrooms spaced out over three teaching wings. There is also an art room and a music room available for all classes as well as a large library area which connects all the wings together.

We have a purpose built dining area with separate kitchen, which can also be used for movement and drama activities as well as a large two badminton court sized gymnasium, with changing rooms and an all weather pitch (MUGA).

The administration wing includes a large reception office as well as rooms for the Head Teacher, Depute Head Teacher, a staff work base, medical room and inter agency room.

Our ELC wing comprises of three playrooms, along with kitchens and toilets. ELC has their own garden area and access to the internal courtyard.

Our SCOPE wing houses two classrooms for children with social and communication difficulties, along with a multi-sensory room, nurture room, soft play area and breakout spaces.

All the classrooms and ELC/SCOPE classrooms open out directly to the playground and we also have a wooded area close by which we use for outdoor learning.

There are several breakout spaces distributed throughout the school which are used by small groups of children working outside the classrooms. These have a mixture of tables and chairs for more formal work and bean bags and rugs for reading activities and discussions.



The School Day

The pupil school day starts for all P1-7 mainstream children at **9.05am**. All children should line up outside the allocated door and wait for an adult to collect them.

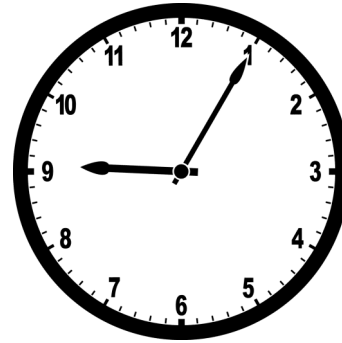
Any children who arrive late to school should enter through the main reception door and give the reason for their lateness to the clerical staff.

There are two different morning intervals times, these are 10.35-10.50 and 10.50-11.05. Tuck items are available from the school canteen.

Lunch break is from 12.05pm-12.45pm for the infant classes (P1, P2 and P3) and from 12.50pm to 1.30pm for the senior classes. Children can choose to have a school dinner, take a packed lunch or go home for their lunch.

School ends at 2.30pm for P1-3 mainstream children and 3.00pm for P4-7 mainstream children. SCOPE times are slightly different to allow a quieter entry and exit to school.

(See the 'Food, Glorious Food' section for more details of tuck shop and dinner prices.)



The School Calendar for 2022-23

2022

School opens - Monday 15th August 2022

October break - school closes Friday 7th October 2022

School opens - Monday 24th October 2022

Christmas break - school closes Thurs 22nd December 2022

2023

School opens - Monday 9th January 2023

Easter break - school closes Friday 31st March 2023

School opens - Tuesday 17th April 2023

Summer break - school closes Thursday 29th June 2023

In-service days

Monday 15th August 2022

Monday 12th September 2022

Tuesday 13th September 2022

Wednesday 22nd February 2023

Monday 5th June 2023

February break/May Day

Monday 20th February 2023

Tuesday 21st February 2023

Monday 1st May 2023

(Subject to change)

Associated Secondary School

All primary school children in Wick and the surrounding area proceed to Wick High School for their secondary education.

The address is **Wick High School, Newton Road, Wick. Tel 01955 603333.**

Pupil Records

The Pupils' Educational records (Scotland) Regulations 2003 extend to parents the right of access

Enrolments/Transitions

Parents are invited to enrol their children each January/February. Advertisements are placed by the local authority in the local press and give details of when and how to enrol. **Children must reach the age of five before the last day of the following February to enrol in P1.**

Children starting at the Noss Early Learning and Childcare Centre are invited to attend for a session before the summer holidays. There is an information session for parents and the children have an opportunity to attend a taster session in the ELC. This allows the children and parents to meet the ELC staff and to familiarise themselves with the building.

New entrants to P1 are invited to a session at school in the summer term when they can formally meet their new teacher and spend some time in their new classroom. Children who attend Noss ELC will already be familiar with the P1 teachers as they will have already visited the ELC sessions to introduce themselves. There is a separate evening for parents

when they have the opportunity to meet the P1 teachers and examine some of the resources which the children will be using throughout P1. Due to the close proximity of the ELC and the P1 classrooms, we hope that this transition will be very smooth between ELC and P1.

Before leaving Noss Primary School, the children of P7 age will spend two days at Wick High School. A member of the Guidance and Learning Support staff of Wick High School will also visit Noss to explain the operation of Wick High School to P7 pupils. Pupils with ASN (Additional Support Needs) have further opportunities to link with the High School before their transition.

Parents of all other new entrants are invited along to meet the Head Teacher. They will also have the opportunity to see the classroom and meet the class teacher/s prior to their children being enrolled.

School Transport

One school bus is currently provided by Highland Council for P1-7 pupils from the Ackergill/Reiss area. Whilst senior pupils act as bus monitors, there is no formal adult supervision on this bus. There is also a service bus from Staxigoe which children can use which needs to be paid for. Children who are eligible for free school transport will be issued with a bus pass. For children who attend the school from out with the catchment area, parents/carers will be responsible for their own transportation to and from school. Seat belts must be worn on all journeys to and from school. It is important to stress to your child the importance of good behaviour on the bus for safety reasons.

A member of school staff is always on duty to ensure that children get on to the bus safely at the end of each school day. Children from P1-3 who need to wait until 3.00pm are supervised by staff in the library area of the school. Please note that transport is not a school responsibility and any queries should be addressed to the school's Transport Officer.

Transport Co-ordination Unit

01463 702176

Or

01408 635382



Arriving At School

The doors of the school open at 9.05am each morning. Class teachers collect their classes from one of the two main entrances at the front of the school. Children should wait at the front of the school in their allocated class until collected by a member of staff.

Those picking up or dropping off their child by car must use the drop off zones and be considerate in their parking around the school by not waiting over residents' driveways or near corners. We encourage parents to 'park and stride' by parking in a safe position and walking to school from there. The school car park should not be used for dropping off for obvious safety reasons. Children are encouraged to cycle to school but must take great care and

should only do so with their parents' consent. In the interests of safety, children in Primaries 1 to 3 should **not** be allowed to cycle to school, unless accompanied by an adult. All children who take bicycles to school are required to wear safety helmets when cycling to or from school. There are bicycle racks at the front of the school outside the main entrance, bicycles should be placed here on arrival at school, and secured with a lock of some kind.

The school has been fitted with a door entry security system. All visitors are asked to proceed to the General Office in the first instance when visiting the school and press the 'bell' button on the security panel to gain access. There is no access to the playground via the playground gates.

Uniform

Our uniform consists of a school sweatshirt and polo shirt which can be purchased from Border Embroideries. Polo shirts come in red with white embroidery or white with red embroidery. Both colours have proven to be popular.

The bottom half of the uniform is smart black or grey trousers or skirts. Jeans and tracksuit bottoms are discouraged. All children should have a pair of 'inside' shoes to change into, to keep the carpeted areas of the school in good condition. These inside shoes should also be suitable for PE activities.

Alternatively, children can bring in trainers to keep in school for PE, along with their gym kit.

As a result of the popularity of the school sweatshirts, it is important that parents clearly label

all sweatshirts with their child's name and class so lost items can be returned promptly to their owners. It would also be a good idea to label other school clothing such as coats, anoraks, hats, gloves, wellingtons etc. as these can often be misplaced in the busy cloakroom area.

Pendant or hoop earrings are not allowed at school as they can be dangerous. Only stud ear-rings can be worn. We insist that children remove any form of jewellery before going into P.E.

School clothing grants are available to those in receipt of Child Tax Credits/Working Families Tax Credit/Job Seekers Allowance and/or Income Support.

SCHOOL UNIFORM ORDERING

Uniform orders can be placed at either; border-embroideries.co.uk (free delivery for orders over £45) or schoolwearmadeeasy.com (free delivery for any size of order). There is a choice of;

| | | |
|--------------------|----------------------------|---------------------|
| Sweatshirts | Polo shirts (red or white) | Lightweight jackets |
| Reversible jackets | Fleece jacket | Gingham dress |
| Cardigan | Ski hat | Iron on name tags |
| Backpacks | Book bag | Gym bag |

Please note – we do not hold stocks of new school uniforms in the school, although we do have 'once loved' items which you are welcome to have. Please just contact the school office or parent council.

Attendance at School / Registration

Registration will take place directly after the bell at 9.05am by the class teachers and the school office will be alerted to any absences. It is Highland Council policy that where a child is absent or late (and the school has not been given prior notice), the school will make concerted efforts to contact parents/guardians to find out why. **Therefore, it is vital that all parents/guardians should contact the school by 9.15am if they know their child will be absent from school that day.** Failure to contact the school will result in an unauthorised absence. All unauthorised absences are actively pursued by the school. Below is the Highland Council Policy for unexplained absence from school.

Day 1; First day of unexplained absence of a pupil

The school will endeavour to make contact by telephone or text to parents, carers or emergency contacts informing them that the child is absent and requesting a reason for the absence. If no contact can be made with the parents/carers or emergency contacts on the first day of absence this will be noted by the school. If the family is known to other agencies, because of possible concerns about his/her wellbeing, then contact will be made with these agencies.

Day 2; Second day of unexplained absence of a pupil

The school will make further attempts to contact a carer or family member by telephone, text or e-mail. If no contact can be made on the second day of absence, this will be noted by the school.

Day 3; Third day of unexplained absence of pupil

If no contact is established, a member of staff will arrange a home visit to check the situation. If the child is not found and no satisfactory explanation is given for absence, the police will be notified of the child's non-attendance. The police will treat this as a missing persons alert. The police may be involved to conduct visits where it is not possible for the school to do so.

Steps for Parents

- ◆ Keep the school up to date with your telephone numbers including mobile phones if you have one, and other details for emergency contacts.
- ◆ Inform the school of any pre-arranged absence e.g. attendance at hospital/dentist appointment prior to the absence taking place.
- ◆ Inform the school of your child's absence by **9.15am** on the morning of the **first** day of absence by either phoning the school on 0195560990 or email to noss.primary@highland.gov.uk. It is useful if you give an indication of how long you think your child may be absent for and when you think they may return to school.
- ◆ Respond promptly to contacts from the school.
- ◆ Wherever possible, take your family holidays during school breaks and do not withdraw your children from school during term time.

Charges for School Items

Occasionally parents may be asked to make a voluntary financial contribution towards some school items; swimming bus money, trip money, and visiting theatre productions are examples of this. These charges are always kept to a minimum.

Food, Glorious Food!

Tuck Shop

Children are encouraged to take a healthy snack in for tuck from home. The school canteen also offers toast or fruit for sale at break time. No fizzy drinks or energy drinks are permitted in school for tuck time or lunch time.

School dinners

School meals are cooked in our own kitchen every day. We follow the Highland Council primary school menu, which is updated twice annually. Menus are posted on Dojo as well as being displayed in every classroom and in the dinner hall. The school uses a smartboard ordering system for children to order dinners every morning.

All children in P1-4 are entitled to free school meals. Parents of children who are in P5-7, who are currently on Income Support may also qualify for free school meals. If you feel that you are in this category, please check here for eligibility and how to apply.

https://www.highland.gov.uk/info/878/schools/9/school_meals

For those children in P5-7 who require to pay for lunches, the cost is £2.30 per day. Your child's account can be topped up by creating an account

Morning Break Menu

Toast—20p

Fruit—20p

on the Highland Council website and paying online. This is the preferred method of payment by both the Highland Council and the school. Alternatively, you can pay by cash or cheque by providing this along with your child's details in an envelope. These envelopes should be posted by your child in the 'School Dinner Payment Box' which is situated in the school library.

Paying for school meals on a daily basis can lead to class disruption so it would be appreciated if dinner money was paid on Monday mornings of each week if possible.

Reminders are generated automatically if you spend more than is in your account. You can also contact the school office if you wish to know how much money you have left in your account.

Packed Lunches

Seating is provided in the canteen for those pupils taking packed lunches to school. It is hoped that all packed lunches brought to school are in keeping with the Highland Council's Health Promoting Policy and should contain a healthy, balanced lunch.

The school kitchen is unable to heat anything up for pupils having packed lunches. Glass bottles and fizzy juice/energy drinks are not allowed in school.



Partnerships with Parents - The ongoing pandemic has affected the way in which we are able to engage with parents. For the latest information, please contact the school.

CLASS DOJO

All classes use 'Class Dojo' as a positive behaviour tool and for children's portfolios of work and achievements. If you wish to message your child/ren's teacher, please try to keep this to non-urgent matters. For important matters, please contact the school in the usual manner.

PARENT HELPERS

We love having parent helpers coming into the school to assist with tasks such as photocopying, laminating, filing, mounting artwork etc. If you wish to be involved in this, please contact the school office. Alternatively, if you have any skills or talents you feel could be utilised in the school, please let us know.

Requests will also be made from time to time for parent helpers to accompany classes on trips/outings. We really appreciate parents giving up their time to help out in these various ways.

STANDARDS AND QUALITY REPORT/SCHOOL IMPROVEMENT PLAN

A Standards and Quality Report is produced each session. It reviews the performance of the school over the previous session and identifies areas for development in the new session. A copy is put on the school website and paper copies can be distributed on request. A copy of our School Improvement Plan can also be found on the website.

PARENTS' MEETINGS

Throughout the year, there will be informal opportunities to come in to your child/ren's classes as part of 'Open Days', social occasions and curricular visits. There will be opportunities for 'Family Learning' where you can learn alongside your child/ren, both in and outside school. As well as these, you will be offered the chance to come and discuss your child's learning on a more formal basis with a timetabled appointment with your child's teacher/s. If you require to meet with the teacher out with these times, just give the school a call to arrange an appointment.

SCHOOL AND HOME COMMUNICATION

Class teachers regularly post information on their Class Dojo to support pupils and their families. This platform is also used by the school's management to inform the whole school community of what's happening at school. We were already moving towards paper-free communication and the Covid 19 pandemic speeded this up.

SCHOOL WEBSITE

We try to keep this updated with information about what is happening in the school as well as providing useful links which parents/carers may be interested in. This can be found at 'noss.primary@wordpress.com'.

SCHOOL FACEBOOK PAGE

We have a 'Noss Primary School Information' Facebook page which we use to pass on short pieces of information. Often, this is used to give information about what has been posted on the website, and has proven to be a very useful way of contacting a large number of parents in a short time.

PARENT COUNCIL FACEBOOK PAGE

The parent council also has a Facebook group page called 'Noss Primary Community' which everyone is welcome to join. The parent council also have a website, just search for nossparentcouncil.co.uk and it will take you to the website.

PARENT COUNCIL

Noss Primary has an active Parent Council, which meets regularly to discuss school issues and plan events. We welcome new members at any time.

Chairperson - Mrs Anne-Marie Coghill, email address anne-mariecoghill@sky.com

Secretary - Mr David Craigie, email address davidcraigie@hotmail.com

Treasurer - Mrs Caroline Macleod, email address cnethercut@aol.com

Pupil Involvement

PUPIL COUNCIL

We have a pupil council in Noss Primary made up of representatives from all the classes in the school from P1-P7.

The pupil council meets approximately twice a term with the Head Teacher. The pupil council can bring up any pertinent issues as well as making decisions about activities which are happening in the school.

Pupil Behaviour

The school operates a discipline code which is based upon rewarding good or appropriate behaviours. Considerable use is made of the "Class Dojo" system and points are awarded for good behaviour, effort in class work, good manners etc. All classes also use the 'Golden Time' system each Friday to reward good behaviour. Children can also earn 'Purple Pupil' status for going 'above and beyond' the expected behaviour.

Those pupils who consistently fail to comply with discipline standards may be kept in during the morning and/or lunchtime intervals. These children will be asked to stay in the admin wing where they can be monitored by staff. In the case of persistent unacceptable behaviour, parents will be informed by letter or telephone and invited to discuss the problem with the class teacher or Head Teacher.

BULLYING

The school has a positive behaviour policy which firstly sets out to reduce the possibility of bullying occurring in the school. It is important that the ethos within the school values and respects the rights of each child to operate in a friendly, safe and secure environment. We place a high priority on the eradication of bullying and would ask that parents let us know as quickly as possible if they believe bullying, in whatever form, is taking place. Parents do need to be involved with the school in finding a solution to the problem. The Highland Council's anti-bullying policy can be found here;

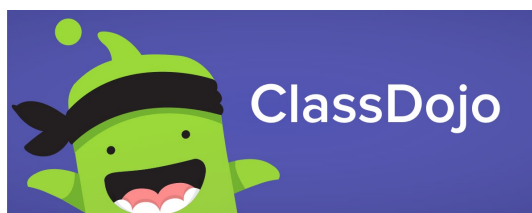
PUPIL NOTICEBOARD

There is a pupil notice board in the library area which relays information to pupils about the school and involvement of pupils in activities which have received coverage in the press.

Let us know of any successes your child has had out of school and we will try to include these on the noticeboard for everyone to see.

https://www.highland.gov.uk/downloads/file/19358/anti_bullying_-_guidance_for_schools

As part of our Health Education curriculum, we educate our pupils in 'Personal and Social Development', which attempts to ensure that Noss Primary School produces good citizens of the future.



Reporting to Parents

We use our online Dojo portfolios to regularly share children's learning and achievements between school and home. Access codes are given to parents from class teachers to enable them to sign up to receive class information and also to see their individual child/ren's progress. Parents are encouraged to comment on their child/ren's learning and to send in information/photos from home to add to their child/ren's portfolios.

We issue an end of session report card in June which gives parents information about how their child is progressing in core curricular areas and where they are in regard to Curriculum for Excellence levels along with 'learning attributes' such as working independently and having confidence.

Teachers can also comment on the other curricular areas and note any particular strengths and areas for developments.

Health Care

National Guidance on the Administration of Medicines in Schools has been issued by the Scottish Government. <https://www.gov.scot/publications/supporting-children-young-people-healthcare-needs-schools/> This guidance is based on a number of common principles that will be consistently applied when identifying, supporting and reviewing the healthcare needs of children and young people in Highland schools to enable them to make the most of their learning.

Under Article 24 of the United Nations Convention on the Rights of the Child, all children have a right to the highest attainable standard of health and to health care services that help them attain this. Article 7 of the United Nations Convention on the Rights of Persons with Disabilities states that children with disabilities have the right to express their views freely on all matters affecting them. The arrangements for each individual will therefore take account of the health professionals' advice, the pupil's views and, where appropriate, their parent's views.

NHS Highland, Highland Council and school staff will work collaboratively to ensure that pupils receive the service they need in the way most appropriate to their personal circumstances. We will work with pupils and parents/carers to support the healthcare in our school, making reasonable adjustments that children and young people with healthcare needs might need and require.

Where appropriate, we will make arrangements for staff providing healthcare to pupils to receive appropriate training from a health professional, or other accredited source in the care they are providing. Assistance with intimate care may be needed by children in any school and this will be provided if required to support these needs quickly and with respect for children's privacy, dignity and rights.

If your child requires medication, please note that this will only be administered by staff when there is clear written guidance from a parent/carer, providing: The name of the medicine, the quantity of the medicine to be given, the time it has to be given. As far as possible prescriptive medication should be given at home by parents/carers. If it is required to be given in school, the medication should be unopen, clearly marked with the directions from the pharmacist and administered as part of an agreed medical protocol.

Apart from the school's own Health Education programme based on Curriculum for Excellence, we are assisted by the school nurse and the dental hygienist.

We are also supported by a Primary Mental Health Worker and Educational Psychologist who we can refer children to when needed and seek advice from.

Parents will be notified if their child takes ill during the school day and is unable to continue at school.

It is important that the emergency contact which you have supplied us with is a current one so that this person can be easily contacted if parents are unavailable.

We have a number of staff trained in basic first aid and one staff member who is our designated first aider who can deal with more serious injuries.



Accidents

Minor cuts and bruises are dealt with by staff but any injury of a more serious nature is referred to the local doctor's surgery or to the Casualty Department of Caithness General Hospital.

In either of the latter circumstances, parents will be contacted immediately.

Military Families

Our school welcomes and supports families, their children and young people from Forces families: serving, veteran and reservists. We understand some of the challenges that mobility of service life can bring and we look forward to working with you to ensure a smooth transition for your child/young person coming into or moving on from our school. Please get in touch with us as soon as you can so we can work with you to ensure the transition is as smooth as possible.

Highland Council have proudly committed to the Armed Forces Covenant and as such support our veteran and reservist families as well as those currently serving. There is a dedicated Highland Council Military Liaison Group (MLG) which has been formed to promote and ensure equality and equity for your children and young people in their education.

Visit the Highland Council Armed Forces Website for lots of helpful information and support

[https://www.highland.gov.uk/info/886/schools - additional support needs/833/armed forces - support for families and schools](https://www.highland.gov.uk/info/886/schools_-_additional_support_needs/833/armed_forces_-_support_for_families_and_schools) Please get in touch with your child's Head Teacher if you have any concerns.

School Performance

The school was last inspected by HMI in November 2019. Inspection information for the school can be found at; <https://education.gov.scot/inspection-reports/highland>

Information regarding the school's performance at local and national level can be found at; <https://education.gov.scot/parentzone/my-school/schoolinformation/dashboard/>

This year, because of the ongoing pandemic, all schools in Highland are continuing to focus on certain key priorities as follows;

1. Health and wellbeing
2. Recovery of learning, teaching and assessment
3. Attainment in session 20/21 (focusing on identifying new or widened gaps caused by the Covid-19 situation.)

Data Protection

Information on pupils, parents and carers is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. This information is protected by data protection legislation and may only be disclosed in accordance with the codes of practice.

The individual data collected by the Scottish Government through the Pupil Census is used for statistical and research purposes only. Information about why we collect data and who this is shared with can be found on the Highland Council website.

Emergency Procedures

Noss Primary has a number of emergency procedures. These include;

- Fire Drill
- Evacuation
- Partial Lockdown
- Full Lockdown

It is vitally important that all adults and children in the school know what to do in each of these circumstances. We ensure that any practices are carried out sensitively and with individual children's needs taken into account.

Policies

Noss Primary School has a number of policies in place such as 'Promoting Equalities and Diversity', 'Equal Opportunities', 'Class Allocation and Composite Classes' and 'Child Protection'. Many of these are available on the school website and paper copies can also be requested from the school office. The school's Standards and Quality Report and School Improvement Plan can also be found on the website.

Emergency Contacts

Any change of home address or emergency contact should **immediately** be intimated to the school in order that we can always contact parents should their child have an accident or become ill at school.

The emergency contact is used in the event of an illness or an accident befalling your child and our being unable to contact you. It may also be used if it is necessary to close the school because of severe

weather conditions, power cuts, etc. and you cannot be reached on your home or mobile number.

If such circumstances should arise, the school will endeavour to contact parents of children or storm contacts by telephone to ensure that no child makes their way home alone.

Don't forget to let us know of any change of address, landline phone number or mobile phone number.

Adverse Weather Conditions

Please note the following points:

- The decision as to whether a pupil should attempt to travel to school in adverse weather conditions lies with the **parents/carers**.
- Pupils using school transport should note that they should not wait longer than twenty minutes past their normal "pick-up" time.
- Drivers of contract vehicles are advised that they should not drop off children where there is any doubt that they may not safely reach home or another acceptable place of shelter. Parents should arrange to have children met at the "drop-off" point if it is felt that prevailing conditions so demand.

There are a number of ways to find out if the school is closed due to severe weather conditions.

Facebook

If you 'like' our school information page 'Noss Primary School Information Page' on Facebook you will receive notifications. This has proven to be a very effective and quick way to contact a large number of parents in a short time.

Moray Firth Radio

Normal hourly news bulletins will carry local information on weather, roads and conditions affecting schools. In severe conditions normal programmes will be interrupted to carry emergency bulletins. www.mfr.co.uk

Phone Line

Parents may also phone an information line run by Highland Council. Parents may dial 0800 5642272 and then following the prompt, enter the school's pin code of 042750. Messages concerning adverse weather conditions will then be available for parents to listen to.

Highland Council Website

Highland Council has details of school closures on its web page. Go to www.highland.gov.uk then search for 'School Closures'.

We endeavour to make decisions about school closures by 8.00am at the latest whenever possible to allow parents time to make alternative arrangements for their children.

Child Protection

From time to time incidents can occur within the school setting which cause concern and could indicate that a pupil is suffering some form of abuse.

In terms of Highland Child Protection Committee Inter-agency Protection Guidelines, Education Service staff must report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation.

All agencies involved in Child Protection are obliged

to make the welfare of children their paramount consideration and this will be the priority for Education Service staff.

More information about Child Protection Procedures within Highland can be obtained from the Child Protection Development Officer, Mrs Susan MacLaren, Highland Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness, IV3 8NN – Telephone (01463) 703483.

Charity Work

The staff encourage pupils to support different charities each year. Classes are encouraged to raise money in enterprise activities and they are free to decide which charity they would like to support.

Donations to national fundraisers throughout the year are also made to various charities, including Children in Need, Red Nose Day, Autism Awareness Week etc.



Equal Opportunities

In Noss Primary we believe that every child should be given equal opportunity to perform to the best of their ability in all areas of the curriculum. We seek to extend choice and opportunity for all pupils without discrimination. We strive to provide education tailored to the needs of the child as an individual regardless of wealth, gender, race, nationality, faith or disability. We are proud that our school is inclusive and accepts and integrates all children to the best of our ability.

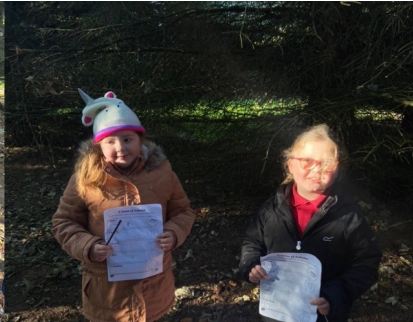
Homework

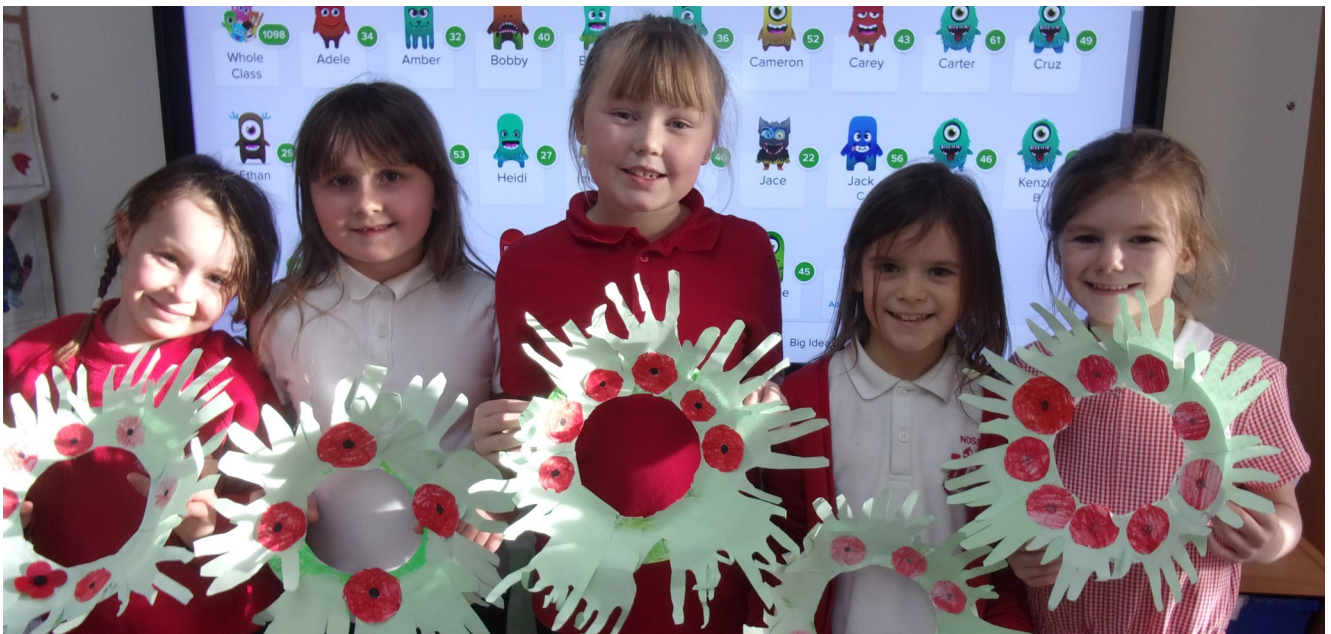
A small homework assignment is usually set for each night, which may consist of a reading passage and some writing, spelling or maths work. The homework will be designed to consolidate any work done at school and give parents an opportunity to see the type and level of work that their child is undertaking in school.

Individual class teachers decide when this homework should be returned by, but no homework (except reading) will be given over a weekend. Reading homework is always itemised in

the pupil's Home-School book. This document also contains a copy of the term dates and other useful school information for parents. Parents are encouraged to use the Home-School book to let the teachers know how their child is coping with the homework and also to pass on any small items of information.

The school also sometimes runs additional initiatives and competitions/quizzes throughout the year which pupils may opt in to on a voluntary basis.







GENERAL:

The Head Teacher is responsible throughout the whole school for administration, curriculum and pastoral matters. Class teachers are directly responsible to the Head Teacher for the welfare and discipline of the children in their classes.

Children are taught in a variety of single stream and composite classes, ensuring that all children are learning at a level appropriate to their abilities.

Scottish Primary schools follow a wide ranging curriculum called "A Curriculum for Excellence" which looks at the whole development of the child. This curriculum sets out to engage pupils more, give them greater responsibility in their learning and develop their whole character. Many of the activities and educational practices which we currently use and follow at Noss help to achieve this. Details of how the curriculum is structured can be found at <http://www.educationscotland.gov.uk>.

Useful information for parents and how to get involved in your child's education, how to support the school, information on curriculum developments can all be found at Parentzone: <http://www.educationscotland.gov.uk/parentzone/>

Pupils should experience a traditionally broad Scottish curriculum that develops skills for learning, skills for life and skills for work, with a sustained focus on literacy, numeracy and Health and Wellbeing, both indoors and outdoors. Pupils should also receive education, guidance and opportunities which encourage an active, healthy and environmentally sustainable lifestyle.

The curriculum is divided into a number of different areas, namely Languages and Literacy, Numeracy and Mathematics, Health and Well-Being, Social Studies, Sciences, Technologies, Expressive Arts and Religious and Moral Education. The Government has provided Guidelines for the teaching of each of these subjects to pupils aged between 3 years and 18 years. This comprises all of current pre-school, primary and secondary school education in Scotland.

Languages and Literacy



The development of literacy skills is central to all learning. Through literacy and English, pupils develop and extend their skills of communicating, collaborating and building relationships.

We have a number of reading resources in Noss including Oxford Reading Tree, Dandelion readers, Engage Literacy and Tree Tops readers. These books are supplemented with good quality children's novels as well as a range of non-fiction books. Children are encouraged to read for pleasure in a number of ways. Good use is made of the school library, with all classes visiting at least once a week to choose books.

Phonics instruction is started in P1 and continues until the children are confident with their sounds and blends.

Encouraging children to write regularly for a variety

of purposes is evident and different author's styles are looked at throughout the different stages in the school. We are using an approach called 'Talk for Writing' which staff were trained on in session 19/20.

All teachers plan regular activities to develop skills in talking and listening at all stages. French is spoken in all classes from P1-7, with a second language being explored in P5-7.

In all cases additional resources are used to supplement those of a specific scheme or approach. Teachers use many approaches including active learning, games, songs, role play and interactive whiteboard activities to create relevant, coherent and enjoyable learning experiences for the children.

Numeracy and Mathematics

The numeracy and maths work is based on experiences and outcomes from the 'Curriculum for Excellence'. We use the Highland Numeracy Progression to plan activities and to ensure progression of knowledge and strategies.

Maths and Numeracy activities throughout the school are active in nature. The Scottish Heinemann Maths scheme is available to teachers to supplement learning if required.

Practical maths activities, maths used in real-life contexts, collaborative working and solving problems feature prominently in the school.

Health and Well-being

Health and Well-being is the responsibility of all adults within the school and healthy eating and an active lifestyle are promoted at all times. All classes follow a Health and Wellbeing programme which includes mental/emotional, physical and social wellbeing as well as ensuring the children have regular opportunities for physical activities.

Parents will be informed on the class newsletters or by letter of any sensitive aspects of learning in Health Education e.g. relationships, sex education taking place that term. We are developing our whole school nurturing approaches and the use of restorative practice.

As well as the timetabled PE lessons with the class teachers, classes which include P4 and P5 age children also receive swimming instruction at the local pool once a week.

Teachers endeavour to get the children outside for

Expressive Arts

All classrooms have display boards where bright, colourful art work is displayed along with the covered display boards in the corridors of the school.

Children receive music lessons regularly from their class teacher or CCR teacher and have the opportunity at different times of the year to perform musical items in front of others.

All classes prepare and perform a class assembly annually on a topic of their choosing, this often involves art, drama and musical items.



Special emphasis is also placed upon the importance of numeracy skills and mental calculation and each class is involved in a daily mental arithmetic session.

Our mathematics and numeracy teaching allows children to work with aspects of;

- Number, money and measurement
- Shape, position and movement
- Information Handling
- Problem Solving involving maths

physical activities as much as possible when the weather allows. Many classes also have activities arranged by the Active Schools Co-ordinator throughout the year.

We encourage children to represent the school whenever possible at local events such as the Wick Junior Triathlon and Swimming Gala.



Classes from P1-7 are given the opportunity to enter into the Caithness Music Festival, which takes place in June every year. This decision is left up to individual teachers.

The school has visiting music instructors along with regular Kodaly and Feis Rois sessions delivered by music specialists.

The school firmly believes that every opportunity should be taken to introduce professional drama groups, performers and artists to the pupils.

Social Studies

Work in social studies frequently looks at items of relevance to the local community and at those which have an important message about caring for the environment. We aim to develop the children's knowledge about our own country as well as about other countries and different environments. Learning throughout the year is focussed on a variety of 'People in the Past', 'People and Place' or 'People in Society' topics. A large part of our learning in the latter topic is about exploring global citizenship, democracy, and working to understand our world and how we can make a difference within it.

All topics covered in school are 'child led' where the children help to decide what they would like to learn about in a certain subject. We try to use the local environment and local people as much as possible to enhance children's learning.

Within our social studies topics, we aim to develop children's understanding of different occupations which may be open to them when they become adults, and look at skills and attributes they will need to pursue their chosen careers.

Sciences

All classes follow the Highland Council Science curriculum to ensure coverage of the different science outcomes in Curriculum for Excellence.

Practical studies and experiments are common and the use of the outside environment both within and outside the school grounds is evident.

Through teaching about the sciences, we aim to develop the children's interest in the living world around them and foster a caring attitude towards the environment.

We have strong links with STEM ambassadors from Dounreay who come in regularly to work with all age groups within the school.

Assessment

Assessment of pupils in Noss is continuous and will be achieved through teacher observation of what the children say, write and do. Teachers meet regularly to track pupils' progress and look at moderation of standards between classes. Teachers also meet with members of the school's Management Team to discuss pupil progress and identify any extra support which may be needed.

The school also participates in standardised computer testing in Primaries 1, 4 and 7 once a session. The results of these tests are used to inform teachers' judgements about pupils and also show overall trends within the school. Our main intention in this is to identify a programme of education which best suits children's individual educational needs. See <https://education.gov.scot/parentzone/learning-in-scotland/assessment-and-achievement> for more information.

Technologies

Learning about technology includes ICT, craft and design, food technology and about how technology affects our lives.

All classrooms are equipped with an interactive Smartboard and children in all classes have access to chrome books/tablets. All P6 and P7 pupils all have their own chromebook. These are used regularly to enhance a number of curricular areas.

Links have been established with the computing department at Wick High School.

Religious and Moral Education

All classes are taught Religious Education with the majority of this teaching centring on Christianity. The RME programme must also include studies of other world religions in order that the children may learn to show understanding and tolerance for others who may have different beliefs.

Normally all children will receive Religious and Moral Education but should any parent wish to have their child withdrawn, they are asked to contact the Head Teacher in order that provision may be arranged to withdraw their child. Pupils attend assemblies once a month in which Christian worship figures prominently.

Additional Support Needs

All children need support to help them learn. Some children require more help than others. We follow The Highland Practice Model staged approach to assessing, identifying and supporting additional support needs. In this model every child has a 'named person' who is responsible for making sure that the child or young person has the right help to support his/her development and well-being. The named person in Noss Primary for all children in P1-7 is the Head Teacher.

If you have a concern about your child in primary school please contact your child's class teacher in the first instance or the 'named person'. We also have a Children's Service Worker and behaviour support Pupil Support Assistant who both support children with their social and emotional needs.

Sometimes a form 1, form 2 or Child's Plan may be put in place to help organise, monitor and regularly review your child's progress. You will be informed and consulted about this if this is the case. If you wish to find out more about The Highland Practice Model or the Child's Plan you can access more information at:

http://www.highland.gov.uk/info/886/schools_-_additional_support_needs/1/support_for_learners

There are also Information sheets available at: www.chipplus.org.uk click on 'Education'.

Other organisations which provide advice, further information and support to parents of children and young people with ASN are:

- Children in Scotland: Working for Children and Their Families, trading as "Enquire – the Scottish advice and information service for additional support for learning", a charitable body registered in Scotland under registration number SC003527; <http://enquire.org.uk/>
- Scottish Independent Advocacy Alliance, a charitable body registered in Scotland under registration number SC033576.
- Scottish Child Law Centre, a charitable body registered in Scotland under registration number SC01274.
- My Rights, My Say -an advocacy and advice service for young people over 12 with ASN.

SCOPE

For young people with severe and complex needs in Caithness, there are Enhanced Provisions for pre-school and primary aged pupils in Mount Pleasant Primary School in Thurso and Newton Park Primary School in Wick. Placements may be offered on a full or part time basis.

For young people with neurodevelopmental/social communication difficulties, there are two SCOPE provisions (Social Communication Provision for Education); one in Miller Academy Primary School in Thurso and one here in Noss.

SCOPE offers support for primary-aged pupils through providing a 'split placement' with the young person's local mainstream school. Through providing targeted, individualised support this enables young people to access education in their local school.

Applications for specialist provision can be made to the Admissions Group. Parents/carers can speak with the Named Person or their child's Lead Professional about making this application.

Concerns

Please get in touch with us if you have any concerns about your child's development. You can also contact <https://www.children1st.org.uk/help-for-families/parentline-scotland/> who provide support and help for families in Scotland.

Awards/Achievements

Pupils who have had achievements out of school have details, often along with photographs, put up on the noticeboard in the library for everyone to see. Pupils are encouraged to bring in any medals or trophies they win to show the others at assemblies. Annual awards given out include;



- A Caithness Rose Bowl, donated by Caithness District Council in celebration of Wick's Quatercentenary is competed for annually by Primary 7 pupils in a writing competition.
- A P7 pupil is also selected for the Garry Macleod memorial cup for sporting achievements, focusing on fair play, participation and team work.
- Primary 6 pupils compete annually for the John Craig shield by designing a greeting card. John Craig was a young airman who tragically died in 1940. His aircraft had left Wick to bomb German battleships hiding in the Norwegian fjords. It was shot down. His sister has provided this prize in his memory.
- Primary 5 pupils have a beautiful 'Dane Gunn' glass trophy which is awarded to the P5 pupil who is the 'Most Effective Contributor' each year. Mr Gunn's wife donated this trophy to the school.
- Primary 1s and 2s have the 'Rainbow Shield' to compete for, which is awarded for a piece of artwork.

Complaints Procedure

Should parents wish to discuss any matter related to the school they are welcome to make an appointment to meet with the appropriate teacher or the Head Teacher. They will always be seen as soon as possible. Any concerns or queries expressed by parents which require to be followed up will be later addressed with a phone call to the parent outlining any next steps which may be taken.

In the unlikely case of a failure to solve a problem, parents have the right to pursue the matter by contacting Alison Donald, Quality Improvement Manager (North). This can be done by email to alison.donald@highland.gov.uk or by telephone on 07780545039.

I hope that you will find the information contained in this booklet useful to you and your family. All details are correct at time of printing but they may change from time to time.

Should there be any matter on which you require further information, please do not hesitate to contact me at the school.

MRS EDITH COGHILL

Head Teacher

Noss Primary School

November 2021